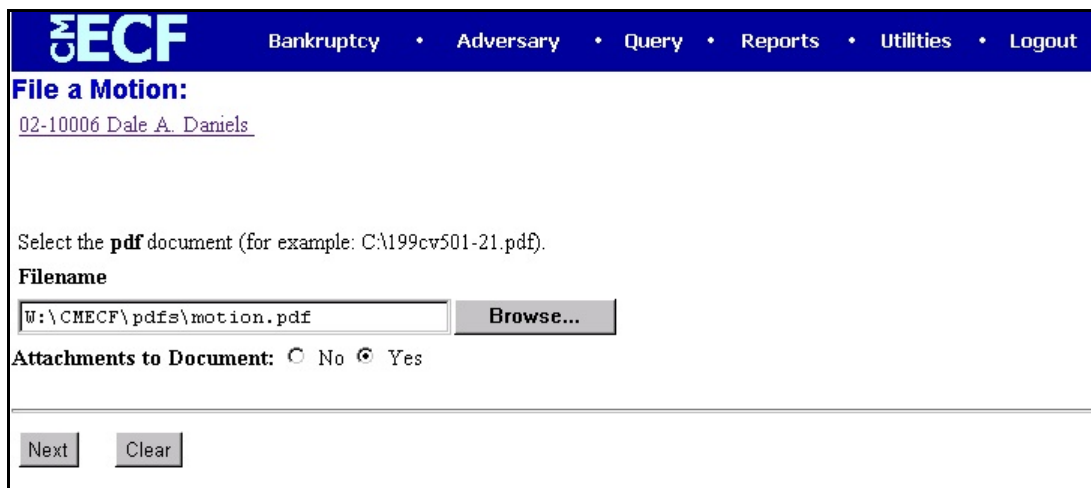


Attachments to Documents

An attachment is defined as any document that is separate from the main document. Examples of attachments are: forms or order, exhibits, supporting documentation, affidavits, etc. This lesson demonstrates the steps taken when an electronically filed document has attachments. This exercise will show the process of attaching an exhibit to a motion.

- Step 1** Prepare the attachment for filing in PDF format. If there are multiple attachments to a single document, they may be attached as separate documents or as one document.
- Step 2** During the filing process, the **PDF Document Selection** screen displays. (See Figure 1a)



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "02-10006 Dale A. Daniels". The main content area contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)." and a "Filename" label. Below the label is a text input field containing "W:\CMECF\pdfs\motion.pdf" and a "Browse..." button. Underneath the input field is the "Attachments to Document:" label with radio buttons for "No" and "Yes", where "Yes" is selected. At the bottom of the form are "Next" and "Clear" buttons.

Figure 1a

- ◆ Click **Browse**, then navigate to the directory where the PDF file is located for the main document.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select *Open*. (See Figure 1b)

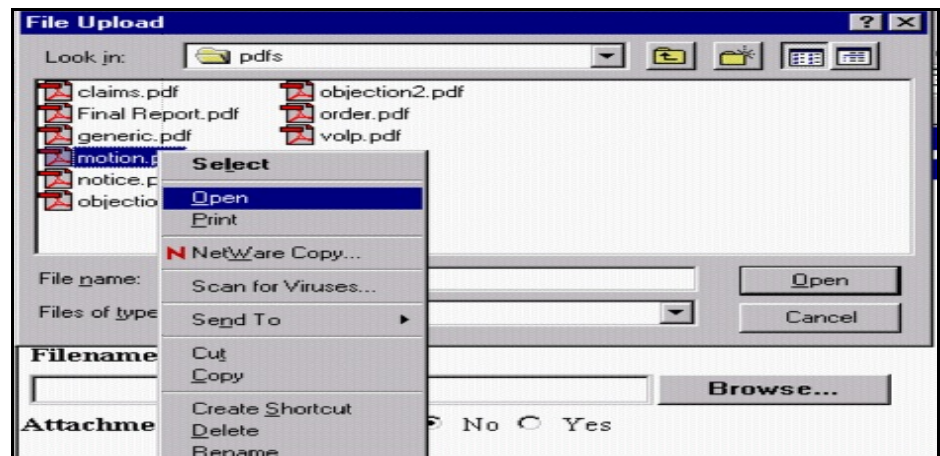


Figure 1b

- This will launch Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application. If that is the correct file, click Open on the File Upload dialogue box. (See Figure 1c)

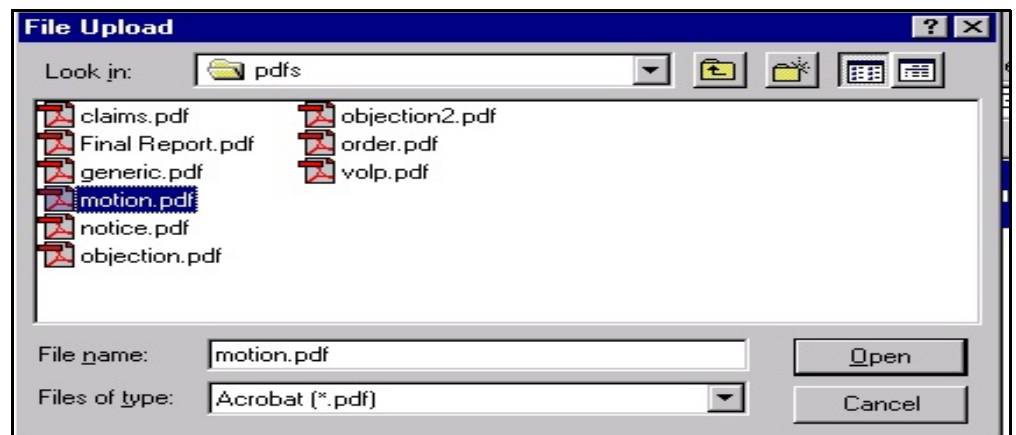


Figure 1c

- ◆ Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the exhibit and click **Next** to continue.

Step 3 The **Attachment** screen displays. (See Figure 2a)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:'. Underneath, there is a link '02-10006 Dale A. Daniels'. The main content area contains instructions for selecting attachments. It starts with 'Select one or more attachments.' followed by three numbered steps: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) Select a document type and/or enter a description. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button. The form includes a 'Filename' input field with a 'Browse...' button next to it. Below this is a section for 'Type' and 'Description' with a dropdown menu for 'Type' and a text box for 'Description'. At the bottom, there is a list box and an 'Add to List' button.

Figure 2a

NOTE: The PDF file of the main document is not an **attachment**.

NOTE: An **attached** document will be referenced in the docket text separately and will be accessible by clicking on the link within docket text after the filing is complete.

- ◆ Click **Browse**, then navigate to the directory where the PDF file for the attachment is located. Follow **Step 2** above for specific browsing instructions.
- ◆ Click the down arrow (▼) in the **Type** scroll box and make a selection.

NOTE: If the type of attachment is not listed in the **Type** scroll box, manually enter a brief description of the attachment in the **Description** box.

- ◆ Click **Add to List**. The path and file name will display in the **List** box. (See Figure 2b)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

Browse...

2) Select a document type and/or enter a description.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

Figure 2b

- ◆ Click **Next** to continue.

NOTE: **Remove from List** will remove any PDF file that is highlighted in the **list box** as an attachment to the filing.

NOTE: A new **Attachment** screen will display each time **Add to List** is clicked. This gives the opportunity to add more than one attachment to the filing. When all files are attached and listed in the **list box**, click **Next** to continue.